

Executive Registry
77-6459/1
DD/A Registry
77-1456

15 March 1977

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Legislative Counsel
General Counsel
Inspector General
Comptroller
D/DCI/NIO
AO/DCI

SUBJECT : Review of Advisory Committees

1. The President has addressed a memorandum to the Heads of Executive Departments and Agencies "ordering a Government-wide, zero base review of all advisory committees, with the presumption that committees not created expressly by statute should be abolished except those (1) for which there is a compelling need; (2) which will have truly balanced membership; and (3) which conduct their business as openly as possible consistent with the law and their mandate." The review is to include advisory committees created by statute that you do not believe meet these standards.


2. OMB instructions implementing the Presidential directive require that this review be a "comprehensive, zero-base review of each advisory committee -- regardless of the authority under which the committee was established, or when it was established or last renewed." Each addressee should review the need for, and accomplishments of, each committee with particular attention to the "balance" of membership representation. Based on this review, a determination should be made to continue, merge, terminate, or revise responsibilities of each advisory committee, whether established by the Agency, by statute, or by Presidential directive.

3. Attached is a "review coversheet" furnished by OMB to be used in reporting as follows:

- a. A review coversheet only, in triplicate, for each Agency-established committee which is proposed to be terminated.

- b. A review coversheet and brief explanatory statement, in triplicate, for each committee established by statute or Presidential directive, which is recommended for merger or termination.
 - c. A review coversheet and detailed justification, in triplicate, for each committee which is proposed to be continued.
 - d. A memorandum of transmittal for the cover sheets and accompanying statements, constituting a determination that the continuation of the committees proposed to be continued is in the public interest, signed by the Deputy Director or head of independent office concerned.
4. An advisory committee is defined by statute as "any committee, board, commission, council, conference, panel, task force, or other similar group, or any subcommittee or other subgroup thereof...which is -
- (A) established by statute or reorganization plan, or
 - (B) established or utilized by the President, or
 - (C) established or utilized by one or more agencies, in the interest of obtaining advise (sic) or recommendations for the President or one or more agencies or officers of the Federal Government, except that such term excludes (i) the Advisory Commission on Intergovernmental Relations, (ii) the Commission on Government Procurement, and (iii) any committee which is composed wholly of full-time officers or employees of the Federal Government."
5. Your report should be submitted to the Comptroller no later than 6 April 1977.

STATINTL


E. H. Knoche

Deputy Director of Central Intelligence

Attachment: As Stated

DDA Distribution:

1 - each DDA Office Director

FEDERAL ADVISORY COMMITTEE
REVIEW COVERSHEET

1. Department or Agency:

2. Name of committee (and subcommittee, if appropriate):

3. Was this committee
established after
January 1, 1977?

☐ Yes ☐ No

4. For closed or partially closed
meetings, list for each meeting the
date and number(s) of all FOIA
exemptions used:

5. Agency recommendation for this committee:

a. ☐ Termination. If this is a committee established
by statute, attach a brief explanatory statement for the
recommendation and indicate whether legislation is required
to carry out the recommendation and whether such legislation
is contemplated or pending.

b. ☐ Continuation. Attach a justification statement
describing what this committee does, why there is a
compelling need for its continuation, and how it has a truly
balanced membership. The statement should be on numbered
bond sheets with the name of the agency and the committee on
each. The justification should include details on the
following and any other relevant factors:

(1) The number of times the committee has met in the
past year and the relevance of that number to its
continuation.

(2) The number of reports submitted by the committee
in the past year.

(3) A description of how the committee's reports,
recommendations, or advice have been used in agency policy
formulation, program planning, decision-making, achieving
economies, etc.

(4) An explanation of why the recommendations or
information cannot be obtained from other sources, elsewhere
within the agency, from other agencies or existing
committees, public hearings, consultants, etc.

(5) An explanation of any degree of duplication of
functions, purpose, etc., with other committees, or within
the agency, or with other agencies.

(6) The relationship of the cost of the committee to
the reports, recommendations, or information provided.

(7) In consideration of (a) the functions to be
performed and (b) the points of view to be represented,
specifically how the membership is balanced--the views,
areas of expertise, etc., included.

DD/A Registry
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Executive Registry

77-6459

THE WHITE HOUSE

WASHINGTON

DD/A Registry

77-1112

February 25, 1977

MEMORANDUM FOR THE HEADS OF

EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Review of Advisory Committees

Advisory committees can be of great value. They may contribute to the "openness" of governmental decision-making, and provide talent and opinions not otherwise available. However, many existing committees have outlived their usefulness, or are not providing truly balanced advice and recommendations.

The Congress reflected a similar concern in the Federal Advisory Committee Act (P.L. 92-463), which assigned committee management responsibilities to the President, to the Director of the Office of Management and Budget, and to the heads of agencies. In the first year after enactment, the number of committees was reduced by 250 -- and the number has remained about the same ever since.

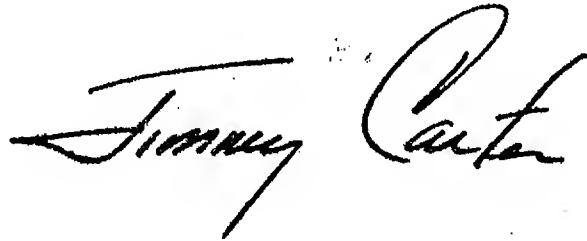
Accordingly, I am ordering a government-wide, zero-base review of all advisory committees, with the presumption that committees not created expressly by statute should be abolished except those (1) for which there is a compelling need; (2) which will have truly balanced membership; and (3) which conduct their business as openly as possible consistent with the law and their mandate. The Director of OMB will provide you and your staff with instructions for carrying out the agency reviews, which are to be completed and submitted to OMB by April 15, 1977. Each agency should provide for open and public participation in its review process to the maximum extent consistent with an expeditious review.

I also urge you to confer with Congress about abolishing any advisory committees created by statute which you do not believe meet these standards.

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I consider this an important part of our effort to improve the organization and effectiveness of government. To ensure that it is successful, I am requesting that you assume personal responsibility for the review insofar as your agency is concerned.

I hope for prompt results from this effort. Specifically, I hope that the number of advisory committees will be sharply reduced, and that appropriate changes in membership will be made wherever necessary. Moreover, I want you to undertake a continuing effort to assure that no new advisory committees are established unless they are essential to meet the responsibilities of the government.

A handwritten signature in cursive script, reading "Jimmy Carter". The signature is written in dark ink and is positioned in the lower right quadrant of the page.

ER

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 - (B) established or utilized by the President, or
 - (C) established or utilized by one or more agencies, in the interest of obtaining advice (sic) or recommendations for the President or one or more agencies or officers of the Federal Government, except that such term excludes (i) the Advisory Commission on Intergovernmental Relations, (ii) the Commission on Government Procurement, and (iii) any committee which is composed wholly of full-time officers or employees of the Federal Government."
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☐ Yes ☐ No

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